



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.

Lisa Hall

Paula Lynch

Troy Purnell

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

Town Attorney

David Gaskill

TUESDAY, DECEMBER 27, 2011

Town Administrator

Anthony J. Carson, Jr.

COUNCIL CHAMBERS – BERLIN TOWN HALL

10 WILLIAM STREET

BERLIN, MD 21811

EXECUTIVE SESSIONNONE SCHEDULED

REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Tony Carson, Town Administrator at (410) 641-4144

TTY users dial 7-1-1 in the State of Maryland

TTY users outside Maryland dial 1-800-735-2258

**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Tuesday, December 27, 2011**

NO EXECUTIVE SESSION

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

1. Approval of the Minutes for:
 Regular Session of the Mayor and Council on December 12, 2011
2. Update on Street Closures – Tony Carson
3. Motion to Approve – Contract with AP Croll – Spray Site Addition
4. Motion to Approve – Net Metering Rider approved by the Public Service Commission
5. Departmental Reports
 - a. Finance – Lynn Musgrave
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Public Works – Mike Gibbons
 - d. Water Resources – Jane Kreiter
 - e. Electric – Tim Lawrence
 - f. Police – Arnold Downing
 - g. Planning and Zoning - Chuck Ward
 - h. Human Resources – Jeff Fleetwood
 - i. Economic and Community Development – Michael Day
6. Town Administrator's Report
7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday December 12, 2011

The meeting of the Mayor and Council for Monday, December 12, 2011 was called to order by Mayor Williams at approximately 7:04 p.m. Council members Lynch, Hall, Brittingham, Burrell and Purnell were present, as well as Town Administrator Tony Carson, Administrative Assistant Sharon Timmons, Human Resources Director Jeff Fleetwood, Police Chief Arnold Downing, Finance Director Lynn Musgrave, Town Attorney David Gaskill, Planning and Zoning Director Chuck Ward, Water Resources Director Jane Kreiter, Economic Community Development Director Michael Day, Director of Public Works Michael Gibbons and Electric Utility Director Tim Lawrence. Deputy Town Administrator Mary Bohlen was absent.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion to approve the Regular Session Minutes of November 28, 2011. Councilmember Lynch made a motion to approve the minutes and the council voted to approve 5-0. Mayor Williams asked for a motion to approve the Executive Session Minutes of November 28, 2011. Councilmember Lynch made a motion to approve the minutes and council voted to approve 5-0. Mayor Williams stated that the Executive Session of November 28th was closed to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal.

Town Administrator Tony Carson explained that the motion before them was the first request since the approval of Ordinance 2011-11 which allows the consumption of alcohol in a non-glass container in a designated area. The event for which the request was being made is the New Year's Eve Ball Drop to take place on Saturday, December 31st. Mr. Carson explained the designated area would be within the street closures of Jefferson behind the Atlantic Hotel to Bay and Main Streets, Main and Pitts Streets and Broad and Gay Streets. Councilmember Lynch requested that future requests have the highlighted area street map attached with the event paperwork. Councilmember Purnell made a motion to approve the request and council voted unanimously to approve 5-0.

Departmental reports began with Finance Director Lynn Musgrave reporting that she was having formatting issues and that the Mayor and Council would have their financials later this week.

Public Works Director Mike Gibbons reported that the second yard waste pickup would be on Wednesday. He continued his report stating that they were currently working on Buckingham Lane regarding the asphalt crack filling project.

Water Resources Director Jane Kreiter reported she had been working on the submissions for certification for the Maryland Sustainable Certification and reemphasized the need for the public to complete the survey on the website.

Electric Utility Director Tim Lawrence reported that work on the cooling tower was almost completed and that replacement of the breakers at the substation was in process and should take another 3 weeks to complete.

Police Chief Arnold Downing acknowledged and thanked the various agencies for their assistance with the Christmas parade. He also emphasized for residents to lock their vehicles and take their packages with them during this time of the year. Mayor Williams inquired if the officers had been spot checking regarding the 2 hour parking and Chief Downing replied yes. Discussion continued on painting lines to designate parking spaces. Councilmember Hall inquired about the handicapped spot which had been in front of PNC bank. Chief Downing stated that State Highway considered it a safety issue and would not be putting it back. Town Administrator Carson recommended that the parking spaces along Main Street

be counted before line painting to ensure that the Town does not short themselves on spaces. Vice President Brittingham stated that he had received complaints from the bus drivers regarding the loop at the school and a parking issue.

Planning and Zoning Director Chuck Ward reported that he and Carolyn Duffy had attended a Code Enforcement class last week and had acquired some good networking contacts. He continued his report by announcing that there would be a training class for the Historic District Commission at the Taylor Museum sometime in April and May and would update the council closer to the date.

Economic and Community Development Director Michael Day reported that he and Oliver Mawyer from the Chamber would be attending a tourism seminar in Crownsville on Tuesday, the audio tour of the town was being updated and that he, Mayor Williams and Tony Carson would be meeting with the new County Economic Director.

Town Administrator Tony Carson presented and requested approval of 3 purchase orders (201201438, 201201606 and 201201464). Discussion continued on the purchase orders. Councilmember Brittingham made a motion to approve all 3 purchase orders and council voted to approve 5-0.

Mayor Williams wished everyone a safe and happy Christmas and then asked for questions from the council. Councilmember Purnell commented on the lowered residential energy rate. Mayor Williams stated that Dwight Davis would be attending the 2nd meeting of January to make a presentation regarding the request to be made to the Public Service regarding a rate reduction. Mr. Carson stated that Mr. Davis and he had spoken to the Public Service Commission regarding a rate reduction and that the commission was supportive of the town's intentions.

Councilmember Lynch stated her concern regarding requesting an aging schedule for the electric bills for both residential and commercial. Finance Director Lynn Musgrave requested the council indicate what information they would like to see. Councilmember Burrell stated that he would like to have all accounts showing delinquent 30 days plus and also a list of those accounts which cannot be terminated due to special medical conditions. Ms. Musgrave stated that she would have the information to the council sometime next week. Councilmember Burrell then inquired about employees comp time and asked Mr. Fleetwood to supply a report.

Mayor Williams asked for comments from the public and the press. There being no other questions, Councilmember Burrell made a motion to adjourn and the meeting ended at 7:50 p.m.

Respectfully submitted,


Sharon Timmons

Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
12-27-11

Purchase Orders

PO# 201201516 in the amount of \$1,957.90 to Worcester County for sludge disposal.

PO# 201201651 in the amount of \$5,590.00 to Maryland Unemployment Insurance Fund for escrow.

PO# 201201627 in the amount of \$1,620.00 to Cross Match Technologies for Livescan Maintenance Agreement for Police department.

PO# 201201768 in the amount of \$1,587.00 to S&C Electric Company for 600 amp Recloser Bypass Disconnect for Savage Substation.

Updates